

SELF SERVICE CENTER

PROCEDURES: WHAT TO DO AFTER THE COURT HEARING FOR GUARDIANSHIP OF A MINOR

STEP 1 What to do after the hearing is over:

A. GO TO THE CLERK OF THE COURT, JUVENILE DIVISION:

If the Judge/Commissioner grants the PETITION FOR PERMANENT APPOINTMENT OF GUARDIAN OF A MINOR, **YOU MUST TAKE THE ORIGINALS OF THE FOLLOWING DOCUMENTS TO THE CLERK'S FILING COUNTER:**

- ORDER OF APPOINTMENT,
- ACCEPTANCE OF APPOINTMENT AS PERMANENT GUARDIAN (AND LETTERS OF APPOINTMENT)

When you take the documents listed above, *the Clerk* will:

- Review the ORDER OF APPOINTMENT,
- Have you sign the ACCEPTANCE OF APPOINTMENT (You will need to show a photo ID.)
- Complete the LETTERS (on same page as the ACCEPTANCE),
- File the originals,
- Issue conformed or certified copies, as requested.

Note: It is recommended that you obtain a **CERTIFIED** copy of the LETTERS for you to prove that you have the appointment and authority from the Court. There is an **\$18.00 certification fee plus \$0.50 per page** for each document.

B. BOND: If the Judge/Commissioner did not waive the bond and ordered that you post a bond for a certain amount, call a bonding company, purchase the bond, and file the original bond with the court. Do this **immediately** after the Order is signed, because LETTERS will not be issued without the bond.

C. LETTERS OF APPOINTMENT: Keep a **certified copy** of the LETTERS to show anyone who needs to know that you have authority from the Court to act as guardian, and what the authority is.

D. ORDER OF APPOINTMENT: Keep a copy of this to remember what the Judge/Commissioner ordered you to do specifically in this case.

E. ORDER TO GUARDIANS: This Order contains the general instructions about what you are required to do as guardian. Keep a copy of this Order to refer to as needed.

STEP 2 What else to do after the court hearing:

A. CHANGE OF ADDRESS: You must notify the Court if there is a change of address for yourself or the Minor.

1. **CHANGE OF ADDRESS FOR GUARDIAN:** If you have been appointed as a guardian, you must immediately notify Juvenile Court in writing if your mailing address changes anytime during the term of your appointment. Your change of address notice must include the case number of the case(s) in which you have been appointed.

2. **CHANGE OF ADDRESS FOR MINOR(S):** If you have been appointed as a guardian you must notify Juvenile Court in writing **within 72 hours** of the change of address of a Minor. The notice must contain the case number and the Minor's new address.

NOTE: Notices may be personally delivered to the Court or mailed to the Juvenile Court that handled your case at either:

Clerk of the Court
3131 W. Durango St.
Phoenix, AZ 85009

Clerk of the Court
1810 S. Lewis St.
Mesa, AZ 85210

NOTE: A guardian who fails to notify the Court of a change of address will be required to pay all costs resulting from any failure to notify the Court of that change.

- B. FILE ANNUAL REPORT OF GUARDIAN:** You **must** file this form with the Clerk of the Court, Juvenile Division, **in writing every year on or before the anniversary date** of the ORDER OF APPOINTMENT as guardian of the minor.

The annual report describes to the Court the following:

- How you are caring for the minor, **AND**
- Whether the guardianship should be continued.

Note: You must file a Petition with the court if you wish to terminate the guardianship and be legally discharged as the guardian.